If you are planning to graduate this academic calendar year (fall 15/spring 16/summer 16), please apply for graduation by August 31. The Winter Commencement Ceremony will be held January 30, 2016. The graduation fee is $140.

1. Please fill out the Application for Graduation and Departmental Honors if your overall GPA is at least 3.0 and your major GPA is at least a 3.6 GPA. Both forms are available in CAPA lobby area.
2. Pay graduation fee in Student Accounts and then walk receipt to the CAPA office.
3. Please turn in your Application for Graduation to CAPA Office, not Student Accounts.
4. Before your name can be cleared to participate in the Winter Commencement Ceremony: all 128 units required to graduate need to be completed or in-process during your final semester. This will be verified by your CAPA Advisor. Please submit copies of in-progress work from any outside college or university to your CAPA Advisor.
5. Graduates should check the commencement web site to get information about upcoming graduation events. Students may order their cap and gown and announcements on-line or at the “Grad Finale,” which will be held during the fall semester. In late December, please make sure that your name appears on the Commencement List.

CAPA students must be enrolled in at least six units to be eligible to receive loans and/or grant monies from Financial Aid.

Please call Financial Aid at 1-800-649-0160 if you have any questions or log onto: http://sites.laverne.edu/financial-aid/. To apply for Financial Aid, log onto www.fafsa.ed.gov. In order to receive Cal Grant monies, you must have your previous colleges electronically submit a GPA Verification form to Cal Grant by the March 2, 2016 deadline for the 2016-17 school year. Unfortunately, the Cal Grant priority deadline has passed for the 2015-2016 school year.

It is the student’s responsibility to regularly check his/her La Verne Gmail account. Important information is sent to students via La Verne Gmail every semester. Your La Verne Gmail account log-in is listed at the top of the page after you log into the “Students without a Gmail Account and Professional Development Students icon.” After you register for the first time, then you will exit and use your email log-in information to access the “La Verne Portal” to set up your password. Read the instructions carefully. You may call the OIT office for information by dialing 909-448-4130. To make checking your La Verne Gmial more convenient, you may forward your Gmail to a personal email account.
Please call the CAPA Front Office to schedule an appointment with your advisor as soon as possible, especially if this is your first time to register online.

Before you meet with your advisor, please review the online schedule on the CAPA website, http://sites.laverne.edu/capa/, or on MyLaVerne and make a tentative plan about which courses you plan to take. Please take into consideration any prerequisites that are required for the classes you have chosen.

If you would like to search for all classes offered day, night and weekend, you can search in MyLaVerne in the Class Schedule area or in the Secure Area. Finally, when you are ready to register, log onto your Secure Area and click on Registration.

If you are a new student, enter the Registration module through the

At the Secure area you will see:

User ID: 
PIN: 

1. In User ID box, type in your Student ID# and in the PIN box type in your birthdate in six digits.

Click on login

To Register and Drop Classes

Choose the fall 2015 semester. Enter the CRN (Course Record Number) in the box/s on the bottom of the page. To add multiple classes, enter each CRN in a separate box then click on submit.

Be sure to print out a copy of your Registration Confirmation, Detailed Schedule and Term Balance.

Be sure to pay 25% of the tuition for your classes or accept your financial aid package in MyLaVerne by August 17th. This is to avoid being charged a $100.00 late financial arrangement fee. An additional $200.00 will be charged if you haven’t made financial arrangements thirty days after the beginning of the semester.

Please complete add/drops in MyLaVerne by the end of the first week of the semester. Students will receive a 100% tuition refund only during this time period.

You may pick up your Student ID card in Woody Hall (free of charge.) If the ID card has to be replaced, a fee will be assessed.

Purchase books at the La Verne Bookstore or on-line through MyLaVerne. The Bookstore is located on the SW corner of D and 2nd Street on the bottom floor of the Vista La Verne Residence Hall.

When calling the CAPA Office with a question, please have your ID number ready to give to the academic advisor. It will save time in the long run.

Re-confirm classroom locations in MyLaVerne prior to class start date.

BLACKBOARD

Blackboard is required for all CAPA Accelerated courses. You may access your Account at https://bb.laverne.edu/ or by logging onto the La Verne Portal. Professors will open their class one week prior to start date (except for online classes.) All students must log in and review both the syllabus and the announcement sections as they contain instructions on how to prepare for the first class session.

To log onto Blackboard, you log onto the La Verne Portal. Your Blackboard username and password is your La Verne Gmail username and password. (Do not use spaces.)

THE GENERAL EDUCATION PATTERN WILL BE CHANGING IN FALL 2015

If you have already been accepted, evaluated and have taken at least one class at ULV before fall 2015, this change does not apply to you.

If you are a new student and plan to enroll in classes in fall 2015, touch base with your CAPA Advisor as soon as you can.